STATE OF WISCONSIN

http://publicrecordsboard.wi.gov

DEPARTMENT OF ADMINISTRATION
PUBLIC RECORDS BOARD
PRB-001 (R 04/2010)
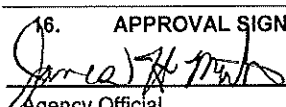PAGE 1 OF 3

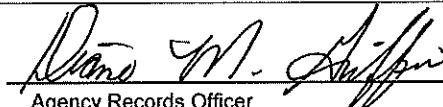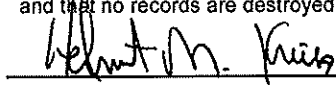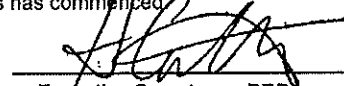## Records Retention / Disposition Authorization

- Instructions for completion are provided on pages 2-3.
- In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.
- Field #1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number.
- Agency Records Officer: Review & approve RDA; Assign RDA #, if applicable. Forward original only to the PRB. Maintain an agency copy during the Board's review process.

1. Retention/Disposition Authorization # (RDA)

Sequential Number	Suffix
197	

2. Agency Number	3. Unit Number
437	308

4. RDA Status ☐ New ☒ Amended
☐ Sunset/Renewal ☐ Closed/Superseded

5. Agency Name
Department of Children and Families

Division Name	Subdivision Name
Division of Safety and Permanence	Permanence & Out of Home Care

6. Record Series Title
Subsidized Adoption Fiscal Records

7. Record Series Life Cycle Dates

Year Created	Year Discontinued	Year of Final Disposition
1974		

8. Medium for Records Storage – Check all appropriate categories

☐ Electronic/Digital ☐ Microform ☒ Paper
☐ Other (Specify)

9. Retention Time Period - Specify Actual Period

Yrs	Mo	Wks	Days	Permanent
6				☐

10. Event that Initiates the Start of the Retention Time Period

Creation Fiscal Other (Specify)
☐ (CR) ☐ (FIS) ☒ Case is closed

11. Disposition

☐ Destroy ☐ Transfer to State Archives (WHS) ☐ Transfer to Other Location (Specify)
☒ Destroy Confidential ☐ Transfer to UW Archives

12. Records Series Description

Consists of files for children in the Subsidized Adoption Program and made up of the various forms used to authorize, report and record the payments made by the Division for the care of each child. The files are opened when a family is approved for the adoption of a special needs child and are designated eligible for the subsidy.

The forms used include but are not limited to the following or their equivalents: DCS-76 Subsidized Adoption Review, DEA-107M Medical Assistance Certification, DCS-SS-142A Application for Subsidy, DCS-74 Agreement for Adoption Medical Subsidy, DCS-73 Child & Family Summary and DCS-75 Subsidized Adoption Payment Authorization. The files also include correspondence with families, other agencies and staff within the division.

APPROVAL SUBJECT TO 10-YEAR SUNSET. RESUBMITTAL REQUIRED PRIOR TO _November 2021_

13. Records Contain Personally Identifiable Information (PII)
☒ Yes ☐ No

14. Name of Agency Program Contact or Records Officer – Select appropriate title.

David Timmerman ☒ Program Contact ☐ Records Officer

Telephone 608-261-8895	Email

15. Records Series is Confidential or Access is Limited ☒ Yes ☐ No (If yes, enter Statute/Code) 48.975(4) WI Stats

16. APPROVAL SIGNATURES

[signature]	9/2/11	_[signature] Diana M. Shiffer_	9/12/2011
Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)

PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions to record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced.

[signature]	11/15/11	_[signature]_	12/6/2011
State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)

This document can be made available in alternate formats to individuals with disabilities upon request.